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St. Louis Board of Education and National Education Association (1994)

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St. Louis Board of Education and National Education Association (1994)

Location

St. Louis, MO

Effective Date

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St. Louis Board of Education

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National Education Association

NAICS

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Sector

Local government

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**POLICY STATEMENT OF THE
ST. LOUIS BOARD OF EDUCATION
IN RELATION TO WORKING CONDITIONS**

NURSES



SCHOOL NURSES

Policy Statement of the
St. Louis Board of Education
In Relation to Working Conditions

1993-1996

The Board of Education of the City of St. Louis does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities.

For more information, please contact the
Associate Superintendent for Personnel
Charlene Jones, 911 Locust Street,
St. Louis, MO 63101; or phone 231-3720.

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ARTICLE I RECOGNITION

- A. The St. Louis Board of Education hereby recognizes that the National Education Association, St. Louis/Missouri National Education Association/National Education (NEA St. Louis/MNEA/NEA) has been selected as the exclusive bargaining representative for all regular, full-time employees in the job classification known as "school nurse."
- B. The term "Board" when used in this policy statement shall refer to the St. Louis Board of Education.

The term "administration" when used in this policy statement shall refer to the superintendent of schools and/or his/her designee(s).

The term "employee" when used in this policy statement shall refer to school nurse employee.

ARTICLE II DISCUSSION PROCEDURE

The Board of Education or its designee shall meet upon request with the association through representatives of its own choosing for the purpose outlined under Sections 105.510; 105.520; 105.525 R.S.MO.

Pursuant to the foregoing, any proposals by the association for change in the existing policy statement shall be submitted by March 1. Discussions on the proposed changes shall begin within thirty (30) days. The stated timelines may be waived by mutual consent of the parties.

The Board or association may submit additional proposals after discussions have begun.

ARTICLE III MANAGEMENT PREROGATIVES

The management of the school system and the direction of the employees are reserved exclusively to the Board, and the administration and shall not be inconsistent with any express provisions of the policy statement.

Board representatives in concert with association representatives will review the completed policy statement. The Board will print and distribute the policy statement to employees as soon after the start of the contract year as possible.

ARTICLE IV NON-DISCRIMINATION

In accordance with applicable state and federal laws, the Board shall not discriminate against any employee because of race, gender, religion, physical handicap, creed, color, or martial status.

Any employee of the Board of Education covered by the terms of this policy statement is entitled to participate in political activities to the same extent as any other citizen.

Participation in such political activities or attempts to obtain appointment or nomination and election to public office shall be conducted in such a manner as not to interfere with duties as an employee of the Board of Education.

ARTICLE V GRIEVANCE PROCEDURE

A. If any employee feels unfairly treated through the misapplication of provisions in this policy statement or any Board rules or regulations or through any administration action which adversely affects employee status, he/she may have recourse to the following procedure:

1. An employee with a problem shall first discuss the matter with the principal or other immediate supervisor with the objective of resolving the matter informally. If the matter is not resolved informally at step 1, the grievant may at his/her sole option request within three (3) working days thereafter a further meeting with the principals or other immediate supervisor at which time a representative designated by the association is present.
2. If the matter is not resolved informally to the satisfaction of the employee within three (3) working days after submitting the problem, the employee or his/her representative shall have the right to meet with the deputy to the assistant superintendent for the school, or the equivalent administrator at other units at which the employee is located to resolve the question or grievance.
3. If the matter is not resolved to the satisfaction of the employee and his/her representative within three (3) days after submission to the deputy to the assistant superintendent or equivalent administrator, the grievance will be reduced to writing and the employee or his/her association representative shall have the right to meet with the assistant superintendent or designee of the district in which the school or other facility is located to resolve the question or grievance. The assistant superintendent will reply in writing within five (3) working days.
4. In the event the matter is not resolved to the satisfaction of the employee and/or his/her association representative, they may submit the written question or grievance to the superintendent of schools or designee(s) for resolution. The reply will be given in writing within ten (10) days after receipt of the grievance.

5. In the event the matter is not resolved to the satisfaction of the employee through the preceding steps, then either party within ten (10) working days may appeal from the decision of the superintendent of schools to an impartial arbitrator selected as hereinafter provided for an advisory opinion.
6. In the event an unresolved issue is to be submitted to an arbitrator for an advisory opinion, the parties shall attempt to select the arbitrator by mutual agreement. If they have been unsuccessful within fifteen (15) days to agree upon such arbitrator, they shall jointly request the Federal Mediation and Conciliation Service in Washington, D.C., to nominate a panel of seven experienced arbitrators who are not currently active representatives of either labor or management from whom the parties shall select one by each side alternately striking a name commencing with the party seeking arbitration, and the last name remaining on such list shall be deemed chosen as such arbitrator. The name of anyone who is currently representing either labor or management shall be deleted from the list prior to the striking of names of the parties. The cost of the arbitrator shall be shared equally by the parties. Before the selection process begins, either party may elect to reject the first panel named by the Federal Mediation and Conciliation Service. In the event the first panel is rejected, the parties shall jointly request the Federal Mediation and Conciliation Service to name a second panel from which an arbitrator shall be selected according to the preceding provisions. Before the selection process begins, the party which did not reject the first panel may at its option reject the second panel. In the event the second panel is rejected, the parties shall jointly request the Federal Mediation and Conciliation Service to name a third panel from which an arbitrator shall be selected.
7. Any of the time limits set forth at any of the several stages of the foregoing procedure may be extended by mutual agreement between the parties.
8. In the event that it should become mandatory through legislative enactment of the Missouri Legislature or authoritative judicial determination of the courts of Missouri for the Board of Education as a municipal corporation to enter into binding arbitration as a final step in the resolution of such grievance, then, if a grievance is not resolved to the satisfaction of an employee and his/her representative, the matter shall be submitted to final and binding arbitration before an impartial arbitrator selected by mutual agreement of the

parties. If the parties should be unable within fifteen (15) working days to agree upon such arbitration, he/she shall be selected in the same manner as is provided for the selection of an arbitrator under the provisions of paragraph A-6. The cost of such arbitrator shall be shared equally by the parties and his/her decision shall be final and binding on the parties.

The foregoing provisions for binding arbitration shall not be understood to preclude an employee from having recourse to provisions of the Statutes of Missouri. Should the employee elect to pursue such course, the provisions herein for arbitration shall not apply.

9. Any employee may on an individual basis have recourse to the foregoing procedure through Paragraph 4 thereof, but not beyond and may appear with or through a representative of his/her own choosing other than the association so long as such a representative is not an official or declared representative of any other non-certified organization other than the association. Any resolution of such individual grievance may not be in conflict with the provisions of this policy statement and may not be inconsistent with the resolution of other grievance involving similar circumstances. No employee shall be required to discuss any grievance if his/her representative is not present.
 10. If a grievance is not presented within thirty (30) calendar days after the employee knew or should have known of its existence, the grievance will be considered abandoned.
- B. No employee will be prejudiced or discriminated against by the Board of Education or the school administration because of his/her participation in this grievance procedure. Nor shall the fact that an employee has filed or participated in a grievance be taken into account in the evaluation of such employee.
 - C. The Board and administration will cooperate with the parties involved in its investigation of any grievance and further will furnish the parties involved with such reasonable, appropriate and necessary information as is requested for the processing of any grievance.
 - D. Should the investigation or processing of any grievance require that an employee or his/her representative be released from regular assignment, he/she shall be released without loss of pay or benefits as long as no unreasonable interference with the school program results.

- E. All documents, communications and records dealing with the process of a grievance will be filed separately from the personnel files of the participants.
- F. If a grievance develops at or near the end of the school year, such that sufficient time is not available during the school year to implement fully the grievance procedures set forth in paragraph A, subparagraphs 1-5 thereof, said time limits shall be waived to expedite the processing of the grievance.
- G. As used in the foregoing procedure, "employee" shall mean either: (1) an individual employee, or (2) a group of employees who have the same grievance.
- H. The association shall have the right to present grievances in the manner prescribed on behalf of employees of the organization.
- I. If in any given case the parties should mutually agree that an expedited arbitration hearing is appropriate, the hearing will be conducted in accordance with the following.
 - a. the hearing will be informal;
 - b. no briefs shall be filed or transcripts made;
 - c. there shall be no formal rules of evidence;
 - d. the hearing shall normally be completed within one day;
 - e. the arbitrator shall render his/her written decision within five (5) days after conclusion of the hearing. The decision shall be based on the record before him/her and shall include a written explanation for the basis of his/her conclusion. However, these decisions shall not be cited as a precedent;
 - f. arbitrator shall be selected in the same manner as provided in paragraph A-6 on page 3.

ARTICLE VI ASSOCIATION RIGHTS

A. Majority Rights

The Board or the administration will not accord to any organization of employees, as defined in Article I, titled "Recognition," any of the rights accorded to the association unless specifically stated in this policy statement. However, this shall not be understood to require the Board to discriminate against any employee in the exercise of payroll deduction conveniences previously accorded. Nor shall this preclude the Board or its designee from responding appropriately to others

in the exercise of rights accorded to them by law.

B. Leave for Association Activity

Any employee not more than two (2) at a time elected or appointed to any full-time position in the association shall be given a leave of absence; provided, however, that any such leave shall be only a full semester or a full school year, and not for a part of a semester. Any such leaves granted may, upon request, be renewed from year to year. The employee shall continue to accrue seniority for salary increments and all other purposes where seniority is a factor. The absence shall not be construed as a break in service for any purpose except for probationary employees whose leave time cannot be counted for the purpose of achieving tenure.

Regularly appointed employees on such leave of absence shall be permitted to make their regular contribution to plans requiring such contributions. They shall also be permitted to pay the contribution required or permitted by law to be made by the employee to the Public School Retirement System of the City of St. Louis to insure that full credit for retirement is granted for the time spent on such leave of absence.

C. Dues Deduction

The Board will deduct from the pay of each employee from whom it receives an authorization the required amount of fees for the payment of association dues, PAC deductions, and/or voluntary deductions. No deductions will be discontinued except upon written notification to the Board by the association or by failure of the employee to have sufficient salary remaining after other deductions have been processed. The association must report to the Board the names of employees who have requested discontinuation of payroll deduction within five days of receipt of such written request by the employee to the association. Deductions will be discontinued on the next pay date following receipt of the report from the association provided the report reaches the Board of Education ten days before the scheduled pay date. All deductions accompanied by a list of persons from whom they have deducted and the amount deducted from each, and a list of persons who had authorized deductions and from whom no deductions were made and the reason thereof, shall be forwarded to the association. Any discrepancies must be reported by the association within five days of receipt of the deduction report.

The Board shall transmit the association dues, PAC deductions and other applicable deductions to the treasurer of the association each pay period by separate check for each category of deduction.

D. Lists

1. The Board will furnish to the association by October 15 and February 15 of each year 2 complete lists of employees covered by this policy statement. One list will be in alphabetical order by last name and will show the employee's home address with seniority. The other list will be by location with seniority.
2. Election eligibility lists will be provided to all competing organizations at such time as is called for in appropriate agreement establishing election procedures unless established by state rules or regulations.

E. Visitation at Schools by Association Representatives

Association representatives will be allowed access to any school or location for consultation with school nurses before or after school or during the lunch period or during any other non-duty times, if such visit does not conflict or interfere with other school or professional activities.

A list of all such accredited representatives shall be furnished to the office of the associate superintendent for personnel and kept current by the association. Such association representatives on any visit shall report their presence to the school principal or designee(s) upon entry on the location premises.

F. Posting and Distribution of Association Literature in School Mailboxes.

1. The association will be provided with bulletin board space in a place readily accessible to and normally frequented by school nurses for the purpose of posting association literature at each work site.
2. The association shall also have the right to place association literature in the school mailboxes of school nurses.
3. All literature and notices distributed under this section shall be authorized by officially designated representatives of the association.
4. Copies of all such literature will be presented to the principal or other head of location before posting. In the event the principal or other head of location questions the propriety of the literature, he/she will immediately refer the question to the associate superintendent for personnel who shall pass on the question within one (1) school day.

G. Labor/Management Meetings

The executive director of pupil personnel services or designee thereof will meet with the association on a monthly basis beginning in October during the school calendar year. The meetings will be held at a mutually agreeable time to discuss matters relating to the effective implementation of the nursing program. Agendas will be submitted prior to each meeting.

ARTICLE VII EMPLOYEE PROTECTION

A. Student Transportation

Except for unusual circumstances, employees shall not be required to transport students in their personal vehicles. In the event that an employee must transport a student in his/her vehicle and when so authorized in writing by the superintendent or his/her designee, such employee's liability insurance will be covered by the provisions of paragraph B of Board regulation 4770.

The Board of Education will provide protection to employees against certain liability as more fully set out in Board regulation 4770, "Protection of Employees Against Liability Claims."

ARTICLE VIII SPECIAL SALARY AND BENEFITS PROVISIONS

A. Health Insurance

The Board shall pay the premium for individual coverage of health and major medical insurance for each employee. Employees shall have the right to purchase at their own expense the same insurance benefits for their dependents. The Board shall deduct the premiums from the paychecks of employees making such purchase and remit same on a timely basis to the insurance carrier.

B. Dental Insurance

The Board shall pay the premium for individual coverage of dental insurance for each employee. Employees shall have the right to purchase at their own expense the same dental coverage for their dependents. The Board shall deduct the premiums from paychecks of employees making such purchase and remit the same on a timely basis to the insurance carrier.

C. Vision Care Insurance

The Board shall pay the premium for individual coverage of vision care insurance for each employee. Employees shall have

the right to purchase at their own expense the same vision care coverage for their dependents. The Board shall deduct the premium from paychecks of employees making such purchase and remit same on a timely basis to the insurance carrier.

D. Term Life Insurance

Term life insurance in the principal sum of thirty thousand dollars (\$30,000) will be provided for all full-time regular employees. Employees who serve one-half time or more in a primary appointment and district substitutes shall receive the same coverage commencing on the first day of assignment.

E. Equivalent Fringe Benefits

1. Appointed employees serving half-time or more on a regularly scheduled basis shall be entitled to equivalent fringe benefits with the exception of term life insurance, group medical insurance, dental insurance, vision care insurance and the employee assistance program, in which case they shall receive coverage the same as full-time appointed employees.

F. Employee Assistance Program

The Board shall pay the premium for each employee for individual coverage of the Employee Assistance Program.

G. Use of Automobile

Employees authorized by the superintendent or his/her designee to use their personal automobile in their assigned duties shall be reimbursed for costs incurred at the per mile rate approved by the Board.

The per trip allowance increase for transportation from one school location to another shall be determined in proportion to the per mile allowance in effect.

H. Sick Leave Continuation

In the event a regular full-time employee has depleted all sick leave available to him/her, he/she may request the Board to continue the employee insurance coverage payments (health, vision, dental, life) through the end of the fiscal year in which the employee exhausts such sick leave. Should the employee wish to continue this coverage beyond the end of the fiscal year, a second request must be approved. The request for continued payment should be made to the superintendent of schools or his/her designee.

ARTICLE IX ASSIGNMENT, TRANSFER AND PROMOTION

A. Considerations

In making assignments and transfers of non-certificated employees, consideration shall be given to the qualification and experience of the employee, available vacancies, staff balance, work location preference, residence of the employee and transportation facilities. The superintendent of schools may deny or institute any transfer for the good of the system provided that upon request of the employee or the association a valid reason therefore is stated in writing.

B. Reasons for Making Transfers

No non-certificated employee shall be transferred except for these reasons:

1. Unsatisfactory mark by a principal or supervisor.
2. Request for transfer to a school or location where suitable vacancy exists.
3. Surplus of non-certificated employees within the school or location.
4. Good of the system as determined by the superintendent of schools as provided in "A" above.
5. Compliance with court ordered integration.

C. Employee Initiated Request for Transfer

Non-certificated employees who may be interested in transferring to other assignments at the beginning of the next school year should file request on Form SO-34, Request for Transfer, with the associate superintendent for personnel between the dates of April 1 and 14.

D. General Procedures

1. Transfers are usually made at the beginning of the employee's work year.
2. Requests for transfer within a semester are not usually granted except in cases of emergency.
3. Transfers will be granted when the efficiency of the schools or other locations can be maintained.
4. System-wide seniority will be given due consideration in making transfers.

5. Usually an employee will not transferred during his/her period of probationary service.
6. In the event that the associate superintendent for personnel concurs in belief that a particular applicant for transfer cannot successfully fill the position, the employee shall, upon request, be informed in writing as to the reasons for the denial of the transfer.
7. When a new school/location is opened, the administration reserves the right to select the staff. Employees requests for transfer will be received and granted based on seniority, evaluation and qualifications when possible.

ARTICLE X EMPLOYEE RIGHTS

A. Complaint Against Employee

Every effort will be made to notify an employee of any complaint against the employee by a parent or other persons. Should the complaint be reduced to writing by the parent or others or the location administrator, a copy will be provided to the employee.

B. Personnel Files

Material relating to an employee's conduct, service, character or personality shall not be placed in the employee's personnel file unless the employee is given the opportunity to acknowledge that he/she has read such material by affixing his/her signature on the actual copy filed, with the understanding that such signature merely signified that he/she has read the material. The employee shall have the right to respond by statement or explanation to any material filed and his/her document shall be attached to the file copy. However, if employees do not avail themselves of the opportunity of reading such material within thirty (30) days after being informed in writing, it may then be placed in the employee's file.

C. Employees on Involuntary Leave of Absence

An employee on involuntary leave of absence shall, upon application and at his/her option, be granted priority status on the substitute list. Every effort will be made to assign persons on involuntary leave of absence on the basis of seniority. Persons placed on voluntary or involuntary leave of absence, with or without pay, may continue health, dental and life insurance benefits by paying the regular group premiums to the Board subject to the insurance carrier's approval.

ARTICLE XI EMPLOYMENT CONDITIONS

A. Minimum School Health Office Facilities

All employees shall be provided adequate work space, equipment and supplies to effectively and safely carry out his/her duties.

1. Office space with adequate lighting and room to perform necessary health screening (20 ft.), when possible.
2. Locked storage for: medications, supplies, confidential files.
3. Desk and adequate storage of student records.
4. Private office space to insure confidentiality of nurse/student interaction and to insure student privacy for examination by the employee or physician.
5. Adequate facilities for infection control including: reasonable access to water in each office; adequate supply of good quality latex gloves (EPI approved germicide); proper disposal for sharps and hazardous (blood stained) materials in accordance with "Universal Blood and Body Fluid Precautions."

B. Protection Against the Spread of Disease

1. The Board shall distribute to all employees copies of current Center for Disease Control (CDC), "Universal Blood and Body Fluids Precautions."
2. The Board shall implement measures which ensure that employees can adequately carry out "Universal Blood and Body Fluid Precautions," as stated in Article XI, A.

C. Hazardous Working Conditions

No employee shall be required to work under unsafe, hazardous or dangerous conditions or perform duties which are the responsibility of the custodian. If an employee is assigned such duties, the employee will perform them under protest. Such conditions shall be brought to the attention of the principal/immediate supervisor for evaluation and immediate corrective action where needed. Failure to provide appropriate corrective action shall be subject to grievance procedure.

ARTICLE XII LEAVES

A. Sabbatical Leaves of Absence

Employees may be granted sabbatical leave in accord with the provisions of Board Regulation 4627.

B. Bereavement Leave (See Appendix A)

Employees shall be paid full salary for absence due to the death of a relative but such absence from duty shall be limited as follows:

1. Five (5) working days in any pattern immediately preceding or following the day of death (including the day of the funeral) for spouse or child or parent of an employee.
2. Three (3) working days in any pattern immediately preceding or following the day of death (including the day of the funeral) for those related to the employee by consanguinity or affinity in the first or second degree, with the exception of spouse or child or parent as provided for in 1 above.
3. One (1) working day for those related in the third degree.

Leave to attend a funeral of a departmental employee may be granted by the superintendent of schools at his/her discretion.

Substitute employee is not entitled to this leave unless serving in an assignment designated to be of more than one day's duration.

Bereavement leave forms for reporting absences for funeral leaves are to filled in immediately before or after leave taken for such purposes.

C. Leave for Military Reserve Training

Permanent employees (employed other than by the hour, day or week), including those on probation who by reason of membership in the United States military or naval reserve or national guard service are ordered by the appropriate authorities to attend a training period or encampment under the supervision of the United States Armed Forces, shall be granted leaves of absence from their positions during the actual duration of such activity not to exceed fifteen days annually in any federal fiscal year (October 1-September 30). This leave shall be granted to 10, 10-1/2 and 11 month employees only when the training period cannot be scheduled during the normal summer vacation period. During such leave, an employee's salary shall be reduced by the amount received for such service.

D. Sick Leave

New employees will not commence their first school year with a sick leave bank, but will earn sick leave days at the rate of one day of sick leave for each full month (4 weeks for 10, 10-1/2 and 11 month employees and a calendar month for 12 month employees) he/she is regularly assigned during the first year (July 1 - June 30).

The Board shall permit sick leave to accumulate to 280 days for 10 month employees, 293 days for 10-1/2 employees, 303 days for 11 month employees and 354 days for 12 month employees.

E. Personal Leave with Salary

1. Ten, ten and one-half and eleven month employees may take three days of personal leave with salary during the school year except for newly appointed employees who begin service during the second semester. They shall be allowed one day of personal leave. Unused personal leave days are to be transferred to the sick leave bank at the end of each school year.

2. Acceptable purposes for which personal leave may be approved with salary are:

a. Extension of days allowed for funeral, attendance at a funeral not covered in regulations, court appearances, legal business, graduation (self or first degree relative), closing procedures for home sale (sale or purchase), special examinations in connection with entry or degree requirements of an accredited university, wedding, moving, school conference, civic or fraternal meeting. (For one of these listed reasons no further explanation is necessary).

If an employee desires to take a personal leave day for one of the foregoing reasons, he/she shall submit a signed form provided by the Board certifying that the personal leave is for one of the foregoing purposes.

b. Personal leave may also be approved with salary for other compelling reasons as approved by the principal or supervisor, and emergencies as approved by the assistant superintendent or other department head. If personal leave is requested for such compelling reasons or emergencies, the employee must submit the exact purpose of the leave in writing on the approved form to the principal or department head.

3. Except in cases of emergency, personal leave with salary may not be granted on Mondays or Fridays, days immediately preceding or following holidays or the first and last ten days of schools.
4. The granting of personal leave with salary shall depend upon the availability of qualified persons to insure the continuation of the regular programs; accordingly, leave may be denied when the absence will impair the efficiency of the school or other division. In the event a request for such leave is denied, the person denying the leave must give a valid reason therefor.
5. Personal leaves of absence with salary are normally approved five days prior to the leave. In case of emergency this time limit may be modified.
6. A request for personal leave with salary may be made for an absence that has already occurred. These requests are to be evaluated individually on their own merit.

ARTICLE XIII ESCROW ACCOUNT

The Board will provide 10, 10-1/2 and 11 month employees the opportunity annually to place a part of their salary into an escrow account for distribution during the summer months.

The Board will make eighteen deductions for the escrow account from each participating employee's paycheck in an amount equal to 13 percent of the gross amount of the paycheck. No deductions for the escrow account will be made from the first two pay periods in September.

The accumulated amounts will be paid to the employee in equal installments on the following schedule without deductions of any kind:

- 1 check in June
- 2 checks in July
- 2 checks in August

All withdrawals must be made according to the approved schedule.

Upon resignation, retirement, termination, any sums remaining in the escrow account will be paid to the employee immediately.

Should an employee die before all withdrawals are made from his/her account, the remaining proceeds will be paid to the person or persons previously designated by the employee.

ARTICLE XIV SALARY AND RATES OF PAY

A. Salary Schedules

The salary schedule (attached as Appendix B) for 1993-1996 becomes effective July 1, 1993.

B. Step Advancement

Each employee shall advance one step on the salary schedule for each year of employment during this contract until they reach step E. Advancement on the salary schedule requires a minimum of one (1) semester or one hundred (100) days of satisfactory service in the school year previous to the advancement.

C. Overtime

1. Opportunities for overtime and summer employment shall be posted and assignments shall be made according to seniority and on a rotating basis.
2. When an employee is authorized to work and does work beyond the required forty hours per week, the Board shall pay the employee for all overtime worked at the rate of one and one-half times the employee's normal hourly rate.
3. Records shall be kept by the immediate supervisor. A copy may be obtained by the employee upon request.

ARTICLE XV OTHER FRINGE BENEFITS

A. Holiday Pay

All regular employees shall receive pay for holidays according to the school calendar as it applies to all Board employees. Holiday pay will be authorized for employees for only those holidays for which the employee is not scheduled to work and which are within the school work year. In order to be eligible for holiday pay, the employee must work the scheduled work day prior to and following the holiday with the exception of a granted leave of absence with pay and/or paid absence due to continuing illness or death in the family. July 4th will be paid holiday for all regularly appointed twelve month employees who are scheduled to work during the summer.

B. Holiday Pay

A regular employee who is absent because he/she is performing jury duty in a state or federal court shall be paid the difference, if any, between the employee's regular salary and the remuneration he/she receive as a juror.

UNIVERSAL BLOOD/BODY FLUIDS PROTECTION

- 1, What body fluids are important with universal precautions:

Universal precautions are used to prevent exposure to blood, semen and vaginal secretions. Universal precautions should also be used when coming in contact with the breast milk of a nursing mother. Universal precautions do not apply to stool, urine, sputum, sweat, tears, saliva, emesis/vomit or nasal secretions unless they contain visible blood. In most work places, blood is the most important body fluid for workers to avoid.

2. What are the universal precautions we should always use?

Put a **BARRIER** between the worker and the infection. Wear gloves whenever handling blood, body fluids with blood in them, and the other body fluids (breast milk, semen vaginal secretions) with which some workers may have contact. Gowns and masks are needed only if splashing of blood is possible (usually in emergency situations). Gloves should be readily available. Change gloves if they tear and after using. Do not use gloves again.

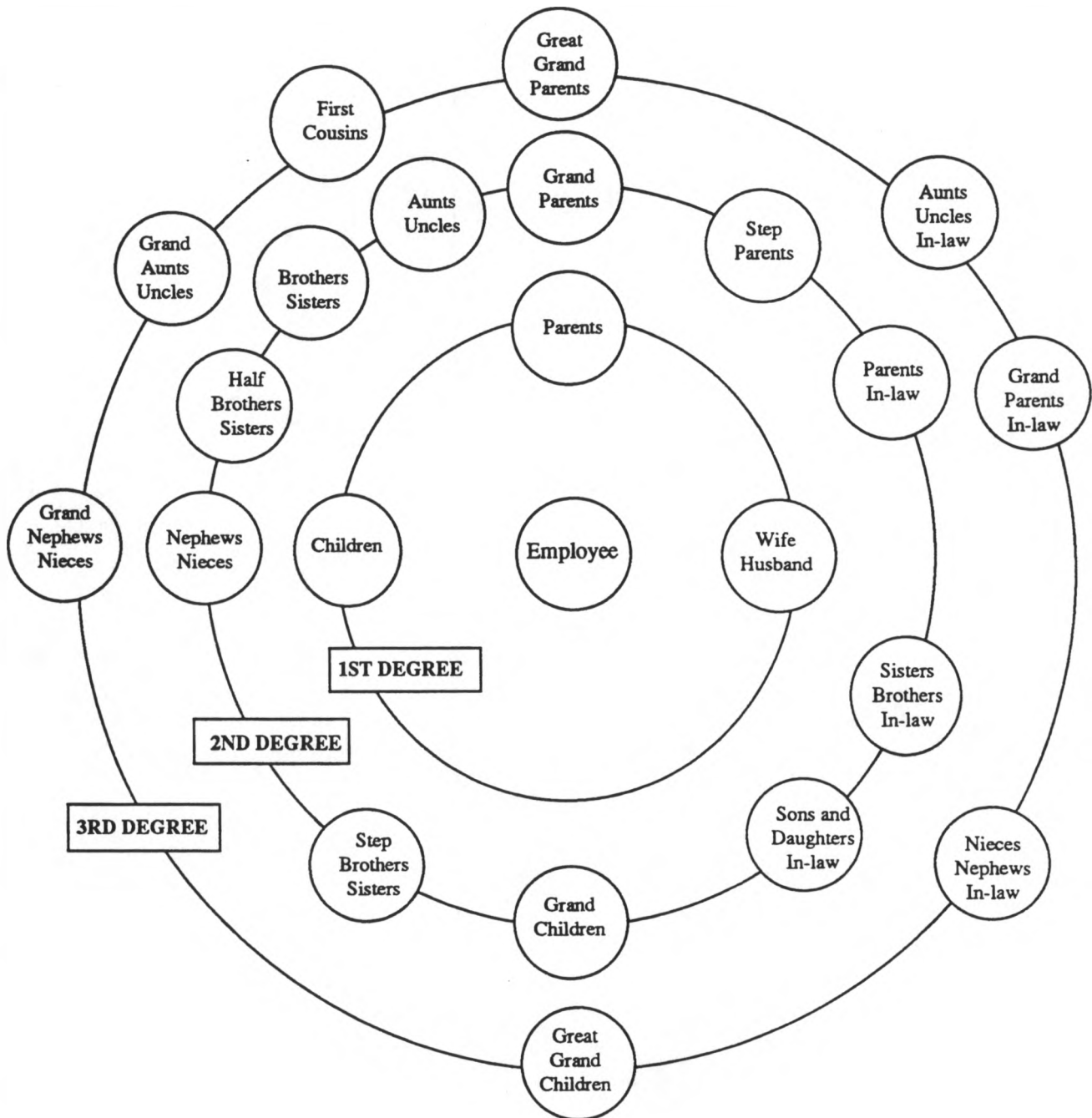
Always **WASH HANDS** after contact with a sick/injured person or patient, even if gloves were used. Wash hands immediately if they were in contact with blood, body fluids containing visible blood or other body fluids to which universal precautions apply.

PREVENT NEEDLE-STICK INJURIES by putting used needles and sharps directly into proper container that are placed nearby. Never re-cap a needle. Most needle-stick injuries happen this way.

REMEMBER, universal precautions mean that we are careful with everyone. In this way, we know that we have done our best to protect ourselves from AIDS

(Information taken from CDC's update on universal precautions, June 24, 1988)

CIRCLE FOR RELATIONSHIP BY AFFINITY AND CONSANGUINITY



As determined by Canon Law Rule which prevails in this country.

Appendix B

**ST. LOUIS PUBLIC SCHOOLS
SCHOOL NURSES
1993-94 THRU 1995-96**

Position:

School Nurse - 10 Month

93/94		94/95		95/96	
				STEP A	\$22,749
		STEP A	\$22,303	STEP B	23,195
STEP A	\$21,866	STEP B	22,741	STEP C	23,650
STEP B	22,959	STEP C	23,877	STEP D	24,832
STEP C	23,807	STEP D	24,759	STEP E	28,104
STEP D	24,689	STEP E	27,826		
STEP E	27,550				



AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	SRW	16	17	18	19	20
21	SRW	23	24	25	26	27
28	SRW	SIS	SIS			

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				FCD	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	SQB	8	9	10	H	12
13	14	15	16	17	PCD	19
20	21	22	23	H	H	26
27	28	29	30			

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	WB	WB	WB	WB	31

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
1	H	3	4	5	6	7
8	9	10	11	12	SIS X	14
15	TQB H	SIS	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28				

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	FQB	28	29	30	31	

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	SAT	SAT	SAT	SAT	SAT	8
9	SAT	SAT	SAT	PCD	N	15
16	SB	SB	SB	SB	SB	22
23	24	25	26	27	28	29
30						

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
	MMAT	MMAT	MMAT	MMAT	MMAT	6
7	MMAT	MMAT	MMAT	MMAT	MMAT	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	30	31			

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	LCD	3
4	X SIS	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FCD	First Class Day
FQB	Fourth Quarter Begins
H	Holiday
LCD	Last Class Day
MMAT	Missouri Mastery Achievement Test
N	Schools Closed, No Classes
PCD	Parent Conference Day
SAT	Stanford Achievement Test
SB	Spring Break
SIS	System-wide Inservice
SQB	Second Quarter Begins
SRW	Staff Returns to Work
TQB	Third Quarter Begins
WB	Winter Break
X	Recordkeeping - Elem/Mid p.m. Only

CLASS DAYS BY QUARTER/SEMESTER/YEAR

	ELEM/MID	SEC
1st Quarter	46	46
2nd Quarter	39	40
Total - 1st Semester	85	86
3rd Quarter	47	47
4th Quarter	42	43
Total - 2nd Semester	89	90
TOTAL 1994-95 SCHOOL YEAR	174	176

ST. LOUIS PUBLIC SCHOOLS

Monday, August 15
 Monday, August 22
 Monday-Wednesday, August 29-31
 Thursday, September 1
 Monday, September 5
 Monday, November 7
 Friday, November 11
 Friday, November 18
 Thursday-Friday, November 24-25
 Monday December 26
 Tuesday-Friday, December 27-30
 Monday, January 2
 Tuesday, January 3
 Friday, January 13 (ELEM. & MID. ONLY)
 Monday, January 16
 Tuesday, January 17
 Monday, February 20
 Monday, March 27
 Monday-Wednesday, April 3-12
 Thursday, April 13
 Friday, April 14
 Monday-Friday, April 17-21
 Monday, April 24
 Monday-Friday, May 1-12
 Monday, May 29
 Friday, June 2
 Monday, June 5 (ELEM. & MID. ONLY)
 Tuesday, June 6

1994-95 CALENDAR

11 month employees report
 10 1/2 month employees report
 10 month employees report - System-Wide Inservice
FIRST CLASS DAY - ALL DAY
 Labor Day - HOLIDAY
 Second Quarter Begins
 Veterans Day - HOLIDAY
 Parent Conference Day - NO CLASSES
 Thanksgiving - HOLIDAY
 Christmas - HOLIDAY
 WINTER BREAK
 New Year's Day - HOLIDAY
 CLASSES RESUME
 Recordkeeping/System-Wide Inservice
 Dr. King's Birthday - HOLIDAY - Third Quarter Begins
 System-Wide Inservice - NO CLASSES
 Washington's Birthday - HOLIDAY
 Fourth Quarter Begins
 SAT (Stanford Achievement Test)
 Parent Conference Day - NO CLASSES
 GOOD FRIDAY - NO CLASSES
 SPRING BREAK
 CLASSES RESUME
 MMAT (Missouri Mastery Achievement Test)
 Memorial Day - HOLIDAY
 LAST CLASS DAY - All Day
 Recordkeeping/System-Wide Inservice
 Scheduled Make-up Days for Inclement Weather as Needed

MONTH	CLASS DAY ELEM/MID	SEC	MAKE-UP DAYS	SCHOOL BREAKS	HOLIDAYS	RECORD KEEPING/INSERVICE ELEM/MID	SEC	PARENT CONFERENCE	TOTAL
August						3	3		3
September	21	21			1				22
October	21	21							21
November	18	18			3			1	22
December	17	17		4	1				22
January	18	19			2	2	1		22
February	19	19			1				20
March	23	23							23
April	13	13	1	5				1	20
May	22	22			1				23
June	2	2				1	1		3
TOTAL	174	176	1	9	9	6	5	2	201

- For each day or part of the day that school is dismissed by the Superintendent for inclement weather, classes will be scheduled as follows:
 *Scheduling classes for June 6 and beyond if necessary or other possibilities as determined by the Board when the needed number of make-up days is known.
- Regular employees who are not required to report for duty because of class dismissals on Board-authorized emergency days shall not have pay for such unworked day deducted from their regular pay checks, provided such days do not exceed five (5) in number in the school year.
- If, for any reasons, any of the minimum scheduled days required by the State are not met - the Superintendent of Schools reserves the right to amend the calendar to meet the requirements of the State.

*There will be one (1) make-up day for 1994-95. It is Friday, April 14, Good Friday.